

NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING MINUTES

September 9, 2009

Memorial Union, Plains Room

Staff Senate meeting minutes are archived on our Web site at:

http://www.ndsu.edu/staff_senate/meeting_information/meeting_minutes/

Upcoming Staff Senate Meetings:

October 7, 2009	9:30 – 11:00 a.m.	Memorial Union, Great Room
November 4, 2009	9:30 – 11:00 a.m.	Memorial Union, Great Room
December 2, 2009	9:30 – 11:00 a.m.	Memorial Union, Great Room

Upcoming Executive Committee Meetings:

October 21, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman
November 18, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman
December 16, 2009	9:30 – 11:00 a.m.	Memorial Union, Gunkelman

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Heather Heger prior to the meeting (231-8293 or heather.heger@ndsu.edu).

All broadbanded staff members are encouraged to attend.

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Officer, 202 Old Main, (701)231-7708.

The meeting was called to order by President Vance Olson at 9:30 a.m.

I. Quorum, substitutions and guests – Heather Heger

For today's meeting, there was a quorum with 54 present and 17 absent.

Substitutions: Kim Groszhans for Kris Mickelson
Michael Nicholas for Kay Modin
David Slyter for Kevin Schindlbeck
Lynn Ehlen for Debra Severson
Anna Shepard for Jeri Vaudrin

Senators absent without substitutions:

Najla Amundson
Kelly Bisek
Tanie Boeddeker
Wendy Clarin
Janet Davidson-Harrington
Will Ferguson
Jeff Gimbel
Brent Goosen
Teryl Grosz
Cindy Oozed
Scott Minot
Robert Peterson
Luke Prather
Margaret Schmidt
Tim Signalman
Bruce Sundeen
Janine Trowbridge

II. Consent Agenda

MOTION (Miller/Anderson): to approve Consent Agenda. MOTION CARRIED.

For Information Only:

Policy #515 – Travel - Employees
Policy #800 – Authorized Representatives
Policy #801 – Grant and Contract Administration
Policy #802 – Federal Flow – Through Agreements
Policy #803 – Restricted Gifts vs. Grant Policy

III. Approval of Meeting Agenda

MOTION (Bergeson/Flink): to approve the meeting agenda. MOTION CARRIED.

IV. Student Government Report - Rachelle Hadland

There are several student organizations that are geared toward matching students with different committees to get them involved. Good Neighbor campaign will be later this month. Student Government has approved funding for the Spinster's Skip, a dance being brought back by the History and Traditions Council on 9/26/09. Staff and faculty need to pre-order their t-shirts for yellow out day. The student government voted on smoke-free instead of tobacco free. Student Senate does not support tobacco free but they do approve smoke-free.

V. Program

Guest Speaker: President Chapman was introduced by Marty Hoag.

Another remarkable year of enrollment – we are up 1,033 students over this day last year. Fall of '08 we had 500 students living in hotels in the community. We have added 500 beds to the campus. We feel strongly to have freshmen experience a traditional housing experience MAT in the community worked very closely with us – we have 12 buses that are dedicated to us.

Thanks for all you do at NDSU.

VI. Approval of the June 10, 2009 minutes

(See http://www.ndsu.edu/staff_senate/meeting_information/)

MOTION (Chris Anderson/Jean Hagen): to approve the minutes. MOTION CARRIED.

VII. Treasurer's Report – Laura Dallmann

Appropriated - 1,410.

Local - \$1,253.03

Agency - \$2,349.17

VIII. Election of Staff Senate Secretary

Nominations for Staff Senate Secretary:

Laura Dallmann/Sarah Adams nominated Liz Thompson

MOTION (Laura Dallmann/Jill Spacek): that nominations cease and cast a unanimous ballot for Liz Thompson to be Staff Senate Secretary. MOTION CARRIED.

IX. Reports of the Committees

A. Executive – Vance Olson/Chris Anderson (See Attachment 1)

B. Standing

1. **Bylaws** – Kevin Schindlbeck - Move to next month
2. **Election** – Janine Trowbridge - Move to next month
3. **Legislative** – Rita Lattimore - Nothing to report
4. **Program** – Martin Hoag. Meeting after staff senate meeting. Next month we have a United Way Presentation.
5. **Public Relations** – LaDonna DeGeldere (See Attachment 2)
The committee has met bi-weekly. October 3rd is homecoming. NDSU is playing the Redbirds from Illinois. Chris Anderson has a whole lot of stuff for the float, including a trailer and tractor to pull the float. We would like some fish netting for sails, if anyone wants to donate. We are looking for more items on the ship. Vance Olson, Liz Torguson, and Bruce Sundeen are all going to ride on the float. We are in need of items to dress up the people to ride on the float. We also need a few more people to walk next to the float and hand out candy. We would like them all to wear Staff Senate t-shirts. We are also working on the Messenger and we should publish it in mid-October.
6. **Scholarship** – Tera Miller will find out who has received scholarships for the next staff senate meeting.
7. **Staff Development** – Connie Jadrony/Jean Hagen (See Attachment 3)
Tentative Schedule for the mini sessions that we are going to do throughout the year. Please pass that along to all the people you work with. Public Relations Committee could publish the dates of all the sessions in the Messenger. We are looking for speakers locally for Discover U.

C. COSE Report – Laura Dallmann: Next week is State Employee Recognition Week. We will be hosting the next COSE meeting in Fargo, on October 22. Jean Hagen and Dan Krogen won the Governor's Award. There are six categories and we won two.

D. Other

Policy Coordination Committee – Vance Olson

(See policies for review on the web at

http://www.ndsu.edu/staff_senate/meeting_information/)

Policies for Input:

Policy #202 – Procedures for Filling Broadbanded Positions

Policy #700 – Services and Facilities Usage

Policy #806 – Allowable Cost Policies

MOTION (Lori Sholts/Chris Anderson): to accept the above three policies.

MOTION CARRIED.

Policies for Input and Vote:

Policy #153 - MOTION (Chris Anderson/Laura Dallmann): to table Policy #153

– Tobacco Free Campus until changes are made. MOTION TABLED.

Policy #155 – MOTION (Vicki Miller/Lorna Olsen): to accept Policy #155.

MOTION CARRIED.

X. Unfinished Business

None.

XI. New Business

Proposed Change to Business Office Hours – Laura Dallmann. It was suggested that we change our hours of operation to 8:00 – 4:30 with a half-hour lunch period. Can we look into the possibility of changing those office hours? Is anyone interested in pursuing this? Broc Lietz: This gets back to the issue of flex hours within individual departments. The difference is changing the core hours that we have as a University. You can request flex hours from your manager and we can hopefully accommodate each of the employees. It is really about meeting the needs of the customers. No motion to create an ad hoc committee.

XII. Advisor Comments – Broc Lietz

XIII. Announcements

- Staff Senate T-Shirts are available to purchase from Laura Dallmann for \$5.00.

XIV. Adjourn - 10:30 meeting adjourned

Scheduled meetings:

- *Executive Committee: Wednesday, September 23, 9:30-11:00, MU Plains Room*
- *Staff Senate: Wednesday, October 7, 9:30-11:00, MU Great Room*

Executive Committee Report

Business addressed by The NDSU Staff Senate Executive Meetings held on **June 24, 2009, July 22, 2009, and August 26, 2009.**

Discussed final Committee assignments and who they had chosen to Chair and Co-Chair their groups. The final rosters can be seen on the website.

Met with the new NDSU Internal Auditor Mr. Eric Miller. Mr. Miller agreed that an annual audit of the Staff Senate's books would be a good business practice. He assured us that if we had any questions about our accounting practices that his door was always open.

FM Redhawks outing was a great success, a Thank You letter will be sent to President Chapman signed by all of the participants.

Tee-shirt stock will be replenished and will be available by the September meeting.

Discussed proposed budget for 2009-2010, need to work with individual committees to determine what their needs for the year will require.

We will be assessing how many Staff Senators are affected by the growth of campus to other geographical locations, ideas of rotating meetings to Barry Hall or other locations in the future is in the works.

Chris Anderson

NDSU Staff Senate President Elect

Public Relations Committee 2009-2010

1. Homecoming October 3, 2009

The Public Relations Committee has been busy planning a float entry for the October 3rd NDSU Homecoming.

The Committee has met four times during the months of July and August. We held bi weekly meetings to discuss the planning of the float and to discuss the next publication of the Messenger which will be published in October.

2. Messenger

The Public Relations Committee is planning the next publication of the Messenger which is scheduled to be published in October 2009.

Staff Development 2009-2010 Discover U Mini-Session Schedule (Tentative)

Below is a tentative schedule of topics for the 2009-2010 Discover U mini-sessions. All topics, dates, and locations are subject to change please watch for a flyer and email announcing each month's topic.

September

Topic: Get Active!

Speaker: Brent Parmer, NDSU Wallman Wellness Center

Date: Tuesday, September 15, 2009

Time: 10:00 to 11:00 a.m.

Location: Century Theater, Memorial Union

Description: Brent will give pointers on how to get started with a wellness program and stay motivated! He will also discuss fitness opportunities available at the Wallman Wellness Center to NDSU staff! A new wellness program from BCBS of ND was added to NDSU's health plan July 1, 2009. Come find out how the NDSU Wallman Wellness Center can help you take advantage of this benefit.

October

Topic: Benefits at NDSU- What's in it for me?

Speaker: Brittnee Stickler, NDSU Human Resources

Date: Wednesday, October 14, 2009

Time: 10:00 to 11:00 a.m.

Location: Century Theater, Memorial Union

Description: There are many useful benefits available to all staff members at NDSU, but you may not be aware of every one of them; *if you don't know about a benefit, how can you take advantage of it?*

Brittnee will cover:

- Open enrollment for health, dental, vision, and life insurance, and open enrollment for flexible spending accounts
- Optional benefits deductions like long term care, cancer care, hospital intensive care, accidental death & dismemberment, and supplemental life insurance
- Supplemental retirement accounts
- Tuition waivers and discounts for employees and family members and other fringe benefits!

*Get more out of **your** benefits at NDSU!*

November

Topic: Dietician

Speaker: Janet Brown, NDSU Wallman Wellness Center

Date: Wednesday, November 18, 2009

Time: 10:00 to 11:00 a.m.

Location: Century Theater, Memorial Union

Description:

December

Topic: Genealogy
Speaker: John Bye, NDSU Library
Date: Tuesday, December 8, 2009
Time: 9:30 to 10:30 a.m.
Location: Century Theater, Memorial Union
Description:

January

Topic: Remodeling
Speaker: Susan Ray-Edges,
NDSU Department of Apparel, Design, Facility and Hospitality Management
Date: Wednesday, January 20, 2010
Time: 10:00 to 11:00 a.m.
Location: Century Theater, Memorial Union
Description:

February

**** No mini-session in February due to the annual Discover U staff development day.**

March

Topic: Automotive Maintenance
Speaker: Jeff Marcy, NDSU Automotive Mechanic
Date: March 10
Time: 10:00 to 11:00 a.m.
Location: TBA
Description: Learn the basics of automotive maintenance from Jeff Marcy, NDSU Automotive Mechanic. Jeff will teach you how to save money by keeping your car in top shape. Learn how to check the fluids, tires, belts, and hoses in your car to prevent major repair bills. Bring your car questions as Jeff will be taking questions from participants.

April

Topic: NDSU Bus Tour
Date: TBA
Location: TBA
Description: If you haven't had a chance to tour our growing NDSU campus, now's the time! Join President Chapman as he provides a narrated tour of our beautiful campus!

The campus bus tour is sponsored by NDSU Staff Senate and is intended for all broad-banded staff. This bus tour is open to employees who have not taken it during their New Employee Orientation. Due to the popularity of this tour and limited seating available, reservations are required and are taken on a first-come, first-served basis. To reserve your space, contact Jean Hagen at 1-8186 or jean.hagen@ndsu.edu.

Come see what's new and different on our campus – this is a great opportunity to find out more!